Office of Information Technology
Online Course Procedures and Agreement Summary

This agreement identifies the process for online course development or the redesign of an existing online course and the responsibilities of the faculty developer and the Office of Instructional Technology and Distance Education Services staff.

TEXAS A&M INTERNATIONAL UNIVERSITY’S QUALITY ASSURANCE PROGRAM

A quality assurance program was adopted by Texas A&M International University (TAMIU) through the Distance Education and Instructional Technology Committee (DEITC) in September 2011 with the purpose of ensuring the quality of its online courses. TAMIU has adopted the nationally-recognized Quality Matters (QM) program for its peer-based approach and the use of a rubric based on quality standards in online teaching. The faculty developer is an integral part of the design and review process with shared responsibility.

DEFINITIONS

Accessibility: For the purposes of this agreement, accessibility is defined as the ability to perceive, understand, navigate, interact, and contribute to an online course by students with disabilities as by those without.

Fully Distance Education Course: The Texas Higher Coordinating Board defines a fully distance education course as a course having mandatory face-to-face sessions, totaling no more than 15 percent of the instructional time. Examples of face-to-face sessions include: orientation, laboratory, exam review, or an in-person test.

Online Course: For the purposes of this agreement, an online course is defined as a course which will be taught 100% online, with the possible exception of exams which may be proctored at a specified location. A student should not be required to take exams solely on the TAMIU campus to complete an online course.

Proctoring Solutions: A proctoring solution is software used to protect the integrity of an online exam. The faculty developer is highly encouraged to make use of available solutions in their online courses. Contact the Office of Instructional Technology and Distance Education Services for more information.

Quality Matters (QM): The certification program TAMIU has elected to use to assess the quality of online courses.

Substantial Changes: A course that has experienced more than 20% changes due to any of the following reasons:

- The institution has changed its learning management system (LMS) where the course is hosted, and revisions and reformattting for the new LMS requires substantially more time than would be necessary to redesign courses for face-to-face delivery.
- The textbook has been changed AND the course design was constructed around the textbook. (It should be noted that whenever possible courses should not be designed around textbooks but around concepts and the learning outcomes of a course with course materials selected later to advance these goals).
- The QM Alignment Standards are changed due to a textbook update or a new textbook, but the work required to revise the course should require substantially more time than would be necessary to redesign courses for face-to-face delivery.
- Redesign of a course due to increasing or decreasing credit hours.

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The Department Chair or the Provost will determine whether a course has undergone substantial changes according to the aforementioned criteria.

**TERMS & CONDITIONS**

The following terms and conditions must be met for successful completion of course development.

- Faculty developer must submit paperwork within six months before the start of the semester in which the course is to be delivered, as proper planning is essential to the design and development of course materials.

- Faculty developer will work with the assigned Instructional Designer (ID) that will assist with the course development process. Faculty developer is expected to comply with the deadlines specified in the timeline provided by their assigned ID. Throughout the course development period, the faculty developer is required to attend scheduled meetings, which may take place in person or at a distance.

- Faculty developers are required to participate in professional development workshops on a variety of topics, including strategies on how to design and teach an online course utilizing QM standards. This must be completed prior to or during the semester in which the course is scheduled to be delivered for the first time.

- All online courses must be designed in accordance with QM standards. The ID will manage overall course development and ensure course materials are in compliance, while leaving the course subject matter content, quality, and quantity to the discretion of the developer.

- Faculty developer understands that all course materials and assignments (i.e., PowerPoint presentations, handouts, articles, notes, and media artifacts) are to be accessible and uploaded to TAMIU’s eLearning Management System (LMS).

- Faculty developer understands that his or her course will undergo an internal and official review process to ascertain that the course meets at least 85% of the QM standards. **NOTE:** Courses under the Academic Partnership (AP) agreement will be reviewed by an AP instructional designer in place of an internal review.

- In the event that the course does not meet QM standards in an official QM review, faculty developer is required to make modifications as recommended by the review team until course meets required QM standards. For more information regarding the QM Peer Review Process, please go to [https://www.tamiu.edu/qm/course-review/process.shtml](https://www.tamiu.edu/qm/course-review/process.shtml).

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Effective: December 13, 2013; Updated: April 2019
PROCEDURES AND RESPONSIBILITIES

The University only compensates for course development of completely online QM-recognized courses.

1. New Course Development

A faculty member who is developing a new, approved, online course will be compensated at a rate of $3,600 per course. In the event of more than one developer, compensation will be divided equally among developers. A separate contract will be issued to each developer. Payment in full ($3,600) will be made after the course has been approved through an internal review process and successfully reviewed and certified through QM. Faculty members submitting courses for QM certification and for eventual payment must complete successfully any revisions deemed necessary to achieve QM certification before becoming eligible for payment. Courses not submitted to QM for certification will be phased out. Please note that courses not submitted to QM for certification will be phased out (SAP 11.99.99.L0.01). Courses with expired QM certifications (usually after five years of initial certification) will be phased out and eligible for new course development.

Faculty developers will be required to complete recommended QM workshops prior or during the development of the course. The Office of Instructional Technology & Distance Education Services will cover the registration fee of the QM workshop(s). In the event that a faculty developer wishes to cancel or reschedule their participation in a workshop, they must notify elearning@tamiu.edu at least 48 hours before the start date of the workshop. The University will not be reimbursed for classes that have started. In the event that faculty does not successfully pass or complete the assigned QM workshop, it will be his responsibility to register for a subsequent QM workshop at his own expense. Arrangements can be made to deduct the cost of the workshop from his development stipend.

The same procedure will be followed for adjuncts and those outside the University developing courses.

2. Redesign or Acceleration of Existing Online Courses to Meet QM Standards

A faculty member will receive $1,200 for an approved redesign of an existing online course that was developed and taught independently of the process described above or after substantial changes have been to a QM certified course.

Faculty members who have not completed a QM workshop will have to complete a workshop prior or during the semester the course is scheduled to be delivered for the first time.

Payment in full ($1,200) will be made after the course has been approved through an internal review process and successfully reviewed and certified through QM. Payments for the online courses are processed when all terms and conditions of this agreement have been met.

Existing courses not redeveloped to QM standards will be phased out.

3. Recertification of QM Courses

Courses that have reached the five-year mark since receiving QM certification will be considered eligible for recertification, ONLY if the course has not experienced substantial changes. A faculty member that is recertifying a course will be compensated at a rate of $1,200. Payment will be made once the course had been successfully reviewed and certified through QM.

Courses that have experienced substantial changes will be considered for a full, official QM review and certification. Faculty members will be compensated at a rate of $3,600 per course after course has successfully met QM certification.

I have read and fully understand the contents of this page.
4. Required Approvals

Approval for the development of an online course, redesign or recertification of an existing online course will follow the process outlined on the Office of Instructional Technology and Distance Educational Services website (www.tamiu.edu/distance).

Applications for development, redesign and recertification of online courses must have the approval of the Department Chair, College Dean, and the Provost. Courses part of graduate or undergraduate programs that are marketed as online and courses that would fulfill the undergraduate core requirement will be given priority over all other courses.

For a list of developed courses or any other question regarding the QM process, please contact the Office of Information Technology at 956.326.2310 or e-mail us at elearning@tamiu.edu.

Sincerely,

Leebrian Gaskins

Leebrian Gaskins
Associate Vice President for Information Technology/CIO
TAMIU Online Course Procedures and Agreement

Name of Professor: ________________________________

UIN of Professor: ________________________________

Course Number: ________________________________

Name of Academic Program: ________________________________

College:  □ A.R. Sánchez, Jr. School of Business  □ College of Arts and Sciences  □ College of Education
   □ College of Nursing and Health Sciences  □ University College

A. Faculty Status:
   □ Full-Time/Part-Time/Adjunct  Contracted for: $ 3,600.00
      (New course development)
   □ Full-Time/Part-Time/Adjunct  Contracted for: $ 1,200.00
      (Redesign, recertification or acceleration of an existing course)
   □ Full-Time/Part-Time/Adjunct  Contracted for: $ ____________________ for collaborating with the following
   individual(s): ________________________________
   □ New course development  □ Redesign, recertification or acceleration of an existing course

B. Statement of Intent and Purpose
   □ Attached

C. Syllabus (if not available, please provide once available)
   □ Attached

D. A certificate of completion of training(s) from Quality Matters
   □ Attached

I, ________________________________, certify and attest to the following:

(Name of Professor, please print)

A. I have read and complied with all procedures set forth in the Online Course Procedures and Agreement as listed in this document.
B. I understand this is work-for-hire, and therefore Texas A&M International University retains ownership rights to this work.
C. I understand that the work will be reviewed for completeness and that it may be returned for revision. Revisions are my responsibility.
D. I understand that payment received is in full consideration of the work for which I was contracted.

By signing this agreement, you affirm all the above to be true.

Faculty: ________________________________  Date: ____________

Chairperson: ________________________________  Date: ____________

Dean: ________________________________  Date: ____________

PROVOST: ________________________________  Date: ____________

OIT: ________________________________  Date: ____________

_________  ______  I have read and fully understand the contents of this page.

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